

JOB TITLE: Project/Program Manager III
EMPLOYEE:

DOT #: 199.167-022
CLAIM #:



KING COUNTY ON SITE JOB ANALYSIS

JOB TITLE Project/Program Manager III

JOB CLASSIFICATION Project/Program Manager III

DOT TITLE Environmental Analyst

DOT NUMBER 199.167-022

DEPARTMENT Development and Environmental Services

DIVISION Land Use and Services Division

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 10

JOB STATUS

Full Time, Career Service Exempt.

ADDRESS OF WORKSITE

900 Oaksdale SW
Renton, WA 98055

CONTACT'S NAME Lisa Dinsmore

CONTACT'S PHONE 206-296-7171

EMPLOYER JOB TITLE Planner IV

DATE COMPLETED 5/23/02

VRC NAME Jeff Casem

DATE REVISED 7/15/08

Date Reviewed 10/19/2009

WORK HOURS

Regular work hours are from 8:30 to 5:30 Monday through Friday. This is a Fair Labor Standards Act Exempt position that is based on a 40-hour workweek and may require additional hours to ensure timely completion of projects. All aspects, requirements and duties of this analysis are based upon a 40-hour workweek and may exceed the documented amounts based upon additional hours worked.

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OVERTIME

Required. Fair Standards Act exempt.

JOB DESCRIPTION

Serves as a technical resource or lead for work teams handling multi-disciplinary or technically challenging code development, analytical or planning projects or implementing programs. Typical projects involve interagency, inter-jurisdictional and multidisciplinary coordination and public involvement to develop codes and/or implement analyses, plans, policies or budgets. Responsibilities may include analysis, research, planning, policy development, program development and/or coordination, development review and project management for large, complex, inter-jurisdictional projects as well as serving as lead for project management or support staff.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgement.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.
7. Ability to lead staff, providing instructions/feedback, coaching/counseling.

JOB SPECIFIC REQUIREMENTS

Graduation from a college or university with major course work in planning or related field such as geography or architecture, plus 24 months planning experience equivalent to the level of Planner II or substituting 12 months of planning work experience for each year of the required education. Must possess knowledge of general government principles and procedures as well as the proven ability in project management and interagency coordination. Must also have the demonstrated ability to work effectively as a team member to coordinate the accomplishment of certain tasks, draft regulations in legal format and integrate scientific analysis into code. Must have experience in researching federal, state and local laws and regulations. Demonstrated knowledge of the federal Endangered Species Act and other federal, state and local regulations affecting salmonids as well as effective oral and written communications skills with demonstrated ability to work effectively with rural constituencies are also required.

ESSENTIAL FUNCTIONS Listed in order of importance

1. Provide project management.
2. Interpret existing regulations.

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3. Represent the department at meetings and hearings.
4. Communicate effectively both verbally and in writing.
5. Serve as lead to staff
6. Research federal, state and local laws and regulations.
7. Draft regulations in legal format.
8. Integrate scientific analysis in to code.
9. Drive a County vehicle.

NON-ESSENTIAL FUNCTIONS

Participate in various committees.

TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED

Computer, telephone, printer, copy machine, fax machine, County vehicle, maps, drawing scale, and luggage cart.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rare = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

This job is classified as

Sedentary per DOT, but Medium for this particular position.

Standing

Occasionally on flat cement, carpeted or linoleum surfaces for up to 1 hour at a time for up to 2.5 hours total in a work shift. Most commonly occurs while using the copy machine, performing presentations and conversing with co-workers.

Walking

Occasionally on flat cement, carpeted or linoleum surfaces for distances of up to 300 yards for up to 15 minutes at a time for up to 2 hours total in a work shift. Frequently on varied terrain sites for up to 4 hours in a work shift while conducting site visits. Most commonly occurs while walking between various King County buildings and parking garages and during site visits.

Sitting

Continuously on an office chair for up to 2.5 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while performing computer work and reviewing documents.

Bending/Stooping

Occasionally on flat carpeted or linoleum surfaces for up to 30 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs while reaching for files in boxes or in lower drawers, entering and exiting a County vehicle as

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well as when removing articles from the luggage cart when going through the security stations at the courthouse.

Kneeling

Rare on flat carpeted or linoleum surfaces for up to 20 seconds at a time for up to 20 seconds total in a work shift. Most commonly occurs while sifting through boxes of files.

Crouching

Occasionally flat carpeted or linoleum surfaces for up to 45 seconds at a time for up to 10 minutes total in a work shift. Most commonly occurs while sifting through boxes of files as well as removing and placing objects on a luggage cart.

Operating Controls with Feet

Occasionally for up to 1 hour and 45 minutes at a time for up to 3 hours total in a work shift while driving a County vehicles to various locations throughout King County.

Reaching above shoulder height

Occasionally for up to 20 seconds at a time for up to 10 minutes total in a work shift while removing or placing items on upper shelves as well as writing on a black board or pointing to graphs during presentations.

Reaching at waist to shoulder height

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while typing, using the computer mouse, writing and manipulating documents.

Reaching at knee to waist height

Rare for up to 30 seconds at a time for up to 5 minutes total in a work shift while opening and closing desk drawers as well as placing and removing objects in drawers.

Reaching at floor to knee height

Occasionally for up to 30 seconds at a time for up to 15 minutes total in a work shift while manipulating files and documents that may be in low drawers or in boxes.

Lifting 1-10 pounds

Occasionally for up to 5 minutes at a time for up to 25 minutes total in a work shift. Most commonly occurs with weights of 4-7 pounds while manipulating large files, documents and binders.

Carrying 1-10- pounds

Occasionally for distances of up to 300 yard for up to 15 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 4-7 pounds

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while carrying files, documents and binders between various King County buildings and parking garages.

Lifting 11-20 pounds

Occasionally for up to 5 minutes at a time for up to 25 minutes total in a work shift. Most commonly occurs with weights of 12-17 pounds while manipulating large files, documents and binders.

Carrying 11-20 pounds

Occasionally for distances of up to 300 yard for up to 15 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 12-17 pounds while carrying files, documents and binders between various King County buildings and parking garages.

Lifting 21-50 pounds

Rare for up to 5 seconds at a time for up to 3 minutes total in a work shift. Most commonly occurs with weights of 30-40 pounds while lifting a large bag containing several documents on to x-ray machine at the courthouse security checkpoint as well as in and out of a County vehicle and cubicle.

Carrying 21-50 pounds

Rare for distances of up to 10 feet for up to 10 seconds at a time for up to 1.5 minutes total in a work shift. Most commonly occurs with weights of 30-40 pounds while carrying a box or bag of files and documents to place on a luggage cart.

Pushing and Pulling

Occasionally for distances of up to 15 minutes at a time with a force of up to 20 pounds for up to 1 hour total in a work shift while transporting files and documents on a luggage cart between King County buildings and parking garages.

Handling

Occasionally for up to 15 minutes at a time for up to 1 hour total in a work carrying files, documents and binders between various King County buildings and parking garages.

Operating Controls with Hands

Frequently for up to 1.5 hours at a time for up to 7 hours total in a work shift while using the computer mouse (touch-pad) and driving a County vehicle.

Fingering

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while typing, writing and manipulating documents and files.

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Talking

Continuously for up to 1 hour at a time for up to 6 hours in a work shift while giving presentations and conversing with co-workers.

Hearing

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while giving presentations and conversing with co-workers.

Near acuity—clarity of vision at 20 inches or less

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while reading documents and performing computer duties.

Far acuity—clarity of vision at 20 feet or more

Continuously for up to 1.5 hours at a time for up to 6 hours total in a work shift while participating in community meetings and presentations. Frequently for up to 4 hours total in a work shift while conducting site visits.

Depth perception—three dimensional vision

Frequently for up to 1.5 hours at a time for up to 3 hours total in a work shift while driving a County vehicle.

Color vision—ability to identify and distinguish colors

Occasionally for up to 10 minutes at a time for up to 30 minutes total in a work shift while reviewing maps and aerial photographs.

Field of vision—observing an area that can be seen up and down or right or left while eyes are fixed on a given point

Frequently for up to 1.5 hours at a time for up to 3 hours total in a work shift while driving a County vehicle.

Night vision--seeing after sundown with minimal or no supplemental light sources

Occasionally for up to 1 hour at a time for up to 1.5 hours total in a work shift while attending meetings in the evening.

TEMPERAMENTS

Directing, controlling, or planning activities of others: Frequently-Occasionally

Performing repetitive or short-cycle work: Continuously-Frequently

Influencing people in their opinions, attitudes, and judgements: Occasionally

Performing a variety of duties: Continuously

Expressing personal feelings: Occasionally

Working alone or apart in physical isolation from others: Rare

Working effectively under stress: Frequently

Attaining precise set limits, tolerances, and standards: Frequently-Occasionally

Working under specific instructions: Continuously

Working with others: Continuously

Making judgements and decisions: Frequently- Continuously

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ENVIRONMENTAL FACTORS

Work is performed in an office setting with several cubicles. The worker may attend meetings in various King County locations and may interact with the public during community meetings. The noise level is quiet.

Workers are exposed to

Outside weather: Occasional
Extreme heat: Rare
Vibration: Rare

POTENTIAL MODIFICATIONS TO JOB

An ergonomic workstation and chair. Worker may be able to alternate positions or tasks to reduce static positions.

Signature & title of evaluator

Date

Signature & title of contact

Date

Signature & title of employee

Date

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HEALTH CARE PROVIDER SECTION

Check all that apply

☐ The employee is released to perform the described duties without restrictions on performance or work hours.

☐ The employee is released to perform the described duties on a reduced schedule. The recommended schedule is:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is released to perform the described job with the following modifications:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is not released to perform the described duties due to the following job functions:

☐ Temporary until _____ ☐ Permanent effective _____

☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date